

# MyDMAP Guide

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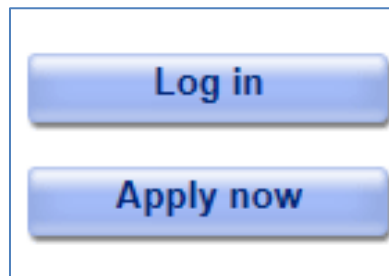
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## Introduction

The DNR has developed an on-line database system called MyDMAP that allows people to submit a program application, review management plans and harvest reports, enter biological data, review relevant literature and much more. Your MyDMAP account will be an important part of your DMAP experience. Submit a DMAP application by following the instructions below.

## WAMS account activation

1. Make sure that you have a valid, unique e-mail address that you check on a regular basis. Information about your ID and password will be sent via e-mail.
2. Go to the DMAP web page ([dnr.wi.gov](http://dnr.wi.gov); keyword: DMAP or <http://dnr.wi.gov/topic/wildlifehabitat/DMAP.html>) and click on the **Apply now** button.



3. Follow the instructions on the WAMS Self-Registration page. You will be asked to read and accept the User Acceptance Agreement, which will take you to the next screen.



Wisconsin User ID to access State services over the Internet, a session cookie will be sent to your browser and stored in your computer's memory. The cookie will be used to maintain session information, so that you do not have to re-enter your Wisconsin User ID and password when you navigate different pages and/or services. Your privacy is best protected if you close your browser after you are done using applications that use session cookies.

For assistance send an e-mail to [Help Wisconsin Support](#)

4. Fill in and submit the basic contact information. **Only the fields marked by the red asterisk (first name, last name and e-mail address) need to be provided.**

**NOTE:** Once you log in to MyDMP you will be asked to confirm and/or enter your mailing address along with contact phone numbers. That information will be stored in MyDMP and not WAMS.

**Profile Information**

First Name  \*

Middle Initial

Last Name  \*

Suffix  e.g., JR, SR, I, II, III

E-Mail  \* e.g., username@host.domain

5. Further down, enter a user ID and password. These will be needed to access MyDMP. You also need to create a secret question and answer. The secret question and answer will be necessary if you forget your password.

The user ID and password created here will be needed for **all landowners or designated representatives** for a property or group cooperative to access the MyDMP account.

**NOTE:** Write down your User ID and password and answer to your secret question so you can find them when logging in to MyDMP. **DNR staff will NOT be able to give you this information.**

**Account Information**

Your User ID must be between 5-20 characters and **CAN** be a combination of letters and numbers. Your Password must be between 7-20 characters and **MUST** contain a combination of letters and either numbers or special characters (except the @ sign). User IDs and Passwords are case sensitive.

User ID  \*

Password  \*

Re-enter Password  \*

**Account Recovery**

Compose a question and answer for account recovery purposes. [Click here for Guidelines.](#)

Secret Question  \*

Answer to Secret Question  \*

6. Once you have completed these sections, click the **Submit** button. Then, a pop-up window will appear asking you to confirm that your e-mail address is complete. Click the OK button to proceed.

You will then receive an e-mail with a link to activate your account. Open the e-mail and click the link to activate your account. You must then re-enter your user ID and password. Please note that you must activate your account within 4 days or you will have to start over. After your WAMS account is activated, [please revisit the DMAP web page \(dnr.wi.gov](http://dnr.wi.gov); keyword: DMAP or <http://dnr.wi.gov/topic/wildlifehabitat/DMAP.html>) and click on the **Already applied** link to continue.

## Troubleshooting WAMS account activation

### *When I open the email to click the link, the link doesn't work.*

If the link in the email wraps to the second line and if you click and don't get a log in page, try copying and pasting the part that wrapped around onto the end of the URL.

### *I don't know what to put for the Secret Question.*

The secret question should be something you can easily remember that doesn't change. You want to pick something where there aren't too many ways to type the answer. For example, name of first pet, color of the first car you owned. The secret question has nothing to do with your password, but if you forget your password, it's a way for the computer to verify that it's really you.

### *I don't have an email address.*

If you don't have an email address, there are many places on the web where you can get a free email account from Google, Hotmail (MSN), Yahoo!, etc.

### *When I try to fill in my information (name, address, etc.), it doesn't accept it.*

There is a bug with entering postal addresses. We suggest leaving the address blank, this information can be entered into the MyDMAP at a later date.

## What if I forgot my user ID and password?

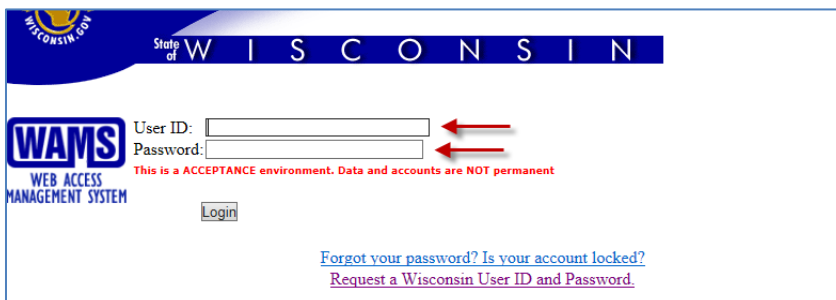
- Go to <http://on.wisconsin.gov>.
- Click on **Account Recovery** to go to the account recovery page.
- Scroll down and enter either your e-mail address or User ID. Click **Submit**.
- You will receive an automated email from Wisconsin.gov (If no email after 20 minutes, check your Junk Mail folder.)
- Click on the link in the email, and follow the steps to reset your password.
- If you have trouble still, contact one of us (information below)

## Who do I contact if I have questions?

Obtaining a Wisconsin User (WAMS) ID and requesting access using the DNR Switchboard:  
DNR Switchboard Help Desk - (608) 267-3123, [DNRSwitchboard@wisconsin.gov](mailto:DNRSwitchboard@wisconsin.gov)

## MyDMAP application instructions

1. From the DMAP web page ([dnr.wi.gov](http://dnr.wi.gov); keyword: DMAP or <http://dnr.wi.gov/topic/wildlifehabitat/DMAP.html>), click on the **Log in** button.
2. Enter your WAMS user ID and password. Click the **Log in** button.



3. You will be directed to MyDMP to confirm your WAMS registration.

MyDMP

Home > DMAP Registration

Please confirm your WAMS registration information below

\* Required Fields.

\* Will you be enrolling as an Individual Property / Group Cooperative? ☐ Individual Property ☐ Group Cooperative

Is this person the primary contact? ☐ Yes

Would you like to designate an Authorized Representative of this property? ☐ Yes

Landowner First Name \* Enter Firstname

Landowner Last Name \* Enter Lastname

Landowner Address \* Enter Address

Landowner City \* Enter City

State & Zip \* WI \* Zip

Landowner Phone \* - - -

Landowner Mobile \* - - -

Landowner Email \* Enter Email Address

Exit Without Saving Save >>

4. **Individual property or Group Cooperative** – Please indicate if you are signing up as an individual property or group cooperative using the definitions below:
  - a. Individual property – A stand-alone property. These properties may have multiple owners.
  - b. Group cooperative – An association of individual property owners or their representatives who are not organized as a business entity but are organized for the purpose of managing deer and other wildlife resources and whose members have agreed to participate in DMAP. Each property enrolled in the group cooperative must be within one-half mile of another property in the cooperative. Please enter a name for the group cooperative.
5. **Primary contact** – Please indicate if you are the primary contact. The person identified as the primary contact is responsible for communicating with all landowners in their cooperative, the DNR and facilitating the payment of enrollment and antlerless tag fees.
6. **Authorized representative** – Please indicated if you would like to identify an authorized representative. An authorized representative may include a friend, relative, lessee or tenant. This person will be authorized to speak on behalf of the best interests of the landowner.
7. **Enter or confirm applicant information** – click **save**.
8. You will be directed to the MyDMP account page. Please verify the information you entered is correct.
9. **Additional contacts or landowners** – Information provided here will be used for DMAP communication purposes. You will be asked to provide a name, address, telephone and email address for each contact or landowner.
  - a. Individual property – Please list the primary owner and any additional contacts that would like information.
  - b. Group cooperative – Please list the primary owner and **all landowners** for **each property** within the cooperative. Each landowner may designate an authorized representative for their property.
10. **Property location** – Select the “**Update Town/Range/Section**” button. Please enter the Town, Range and Section (TRS) that contains the individual property or group cooperative you are enrolling. Some properties will have multiple TRS information to enter. Town, Range and Section information can be found on your property tax statement, the county plat book or using the interactive map provided. If using the interactive map provided through MyDMP, you can zoom in and click on your property area to receive the TRS information.

Following entry of the TRS information, the system will automatically list the county. Please select **Update County & Acres** to enter the amount of acreage you want to enroll in each county listed.

11. **Property information** – Select the **Update Property Information** button.

- a. Select the DMAP level for which you want to enroll.
- b. Is this land private or public?
- c. Thinking of the past 3 years, please enter the **average** number of antlerless and antlered deer harvested on the property each year. We understand that these numbers may vary from year to year.
- d. Please select all of the reasons you are interested in enrolling in DMAP.
- e. Please select all of the management practices or habitat programs that have been implemented on the property or group cooperative. If you are not currently implementing any management practices on your property, you are not required to select any options.

12. **Managed Forest Law and Agricultural Damage Program** – Properties enrolled in the MFL and Ag Damage program will be listed based on the Town, Range and Section information entered for the property location. Please identify your property or any property in a group cooperative enrolled in the MFL or Ag Damage program. If no property is enrolled in the MFL or Ag Damage program then you will not see a request for this information.

13. **Land Cover** – Please provide the approximate acreage of land you are enrolling that falls under each of the following land cover descriptions. The total acreage entered here should equal the total you listed above. Select **Save Land Cover** button when finished.

- a. Agriculture – row crops, small grains, pasture, orchards, food plots
- b. Grassland – idle grass, CRP grass, native or managed grassland
- c. Wetland – swamp, marsh, open water, wet meadow
- d. Wooded – forested, shrubs or brush, managed timber (ex. clearcut)

14. **Submission and confirmation** – When all information is completed and verified, click the **Apply Now** button. You will be asked for your birth date to confirm the DNR customer ID number that you previously entered. Select the box to agree to the terms and conditions of the application and click “**Submit Application**”. You will receive an email confirmation that your application has been received with additional information on the enrollment process.

#### Who do I contact if I have questions?

Melinda Nelson, Assistant Deer Biologist  
(608) 264-6023, [melinda.nelson@wisconsin.gov](mailto:melinda.nelson@wisconsin.gov)

### MyDMAP resources

Once you have successfully entered the MyDMAP system, you will be provided with useful information and materials that will help you with your management objectives. Among other things, items of interest may include articles, professional research papers, websites and brochures. DMAP enrollees will be notified by email when new items have been added to the MyDMAP Resources page.

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